

Bi-Weekly Time Allocation

(Include with your expense report)

Manager: F. Lee Maney

Expense report week ending: 10/9

	<u>Date</u>		<u>Activity</u>
<u>Monday</u>	<u>9/26</u>	4	ROU - 4Hrs TIA # 7 & 8 - 4Hrs
<u>Tuesday</u>	<u>9/27</u>	6	Direct Accts - 6Hrs Sick - 2Hrs
<u>Wednesday</u>	<u>9/28</u>	6	TIA # 3, 9 + 10 - 6Hrs ROU - 2Hrs
<u>Thursday</u>	<u>9/29</u>	8	w/w S/S/R M. Cobucci - 8Hrs
<u>Friday</u>	<u>9/30</u>	4	ROU - 4Hrs Dir Accts - 4Hrs

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<u>Monday</u>	<u>10/3</u>	5	ROU - 3Hrs TIA # 12 & 13 Plus Retail Accts in # 13 - 5Hrs
<u>Tuesday</u>	<u>10/4</u>	8	TIA # 6 - 2 & 4 - 7 Plus Retail Calls in # 7 - 8Hrs
<u>Wednesday</u>	<u>10/5</u>	6	ROU - 2Hrs w/w S/R D. Figueroa - 6Hrs
<u>Thursday</u>	<u>10/6</u>	8	w/w S/R D. Figueroa - 8Hrs
<u>Friday</u>	<u>10/7</u>	8	Direct Accts - 8Hrs

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Bi-Weekly Time Allocation

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Manager:

F. Lee Mamey

Expense report week ending:

10/23

	<u>Date</u>		<u>Activity</u>
<u>Monday</u>	<u>10/10</u>	4	<u>ROU - 4Hrs Sub-jobs - 4Hrs</u>
<u>Tuesday</u>	<u>10/11</u>	8	<u>A/A - #2 - #4 - #10 - 8Hrs</u>
<u>Wednesday</u>	<u>10/12</u>	8	<u>Direct Accounts - 8Hrs</u>
<u>Thursday</u>	<u>10/13</u>	4	<u>ROU - 4Hrs Retail Stores - 4Hrs</u>
<u>Friday</u>	<u>10/14</u>	8	<u>W/ Ted J. Guerra - 4Hrs</u> <u>Retail Calls - 4Hrs</u>

32

<u>Monday</u>	<u>10/17</u>	4	<u>Des. Office - 4Hr ROU - 4Hrs</u>
<u>Tuesday</u>	<u>10/18</u>		<u>Regional Meeting</u>
<u>Wednesday</u>	<u>10/19</u>		<u>Regional Meeting</u>
<u>Thursday</u>	<u>10/20</u>	4	<u>ROU - 4Hr Retail Stores - 4Hrs</u>
<u>Friday</u>	<u>10/21</u>	8	<u>Dir Accts - 2Hrs Retail calls - 6Hrs</u>

16

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Bi-Weekly Time Allocation

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Manager: F. Lee Maney

Expense report week ending:

11/6

	<u>Date</u>		<u>Activity</u>
<u>Monday</u>	<u>10/24</u>	8	w/ T&D Mgr J. Guarni - 4 Hrs Retail stores - 4 Hrs
<u>Tuesday</u>	<u>10/25</u>	8	Direct Accts - 8 Hrs
<u>Wednesday</u>	<u>10/26</u>	8	Chain Store installations - K Mart Shop Rite - 8 Hrs
<u>Thursday</u>	<u>10/27</u>	8	A/A #6 - 36 calls #8 - 22 calls Partial A/A #9 - 14 calls
<u>Friday</u>	<u>10/28</u>	5	ROU - 3 Hrs w/w S/R - J. Figueroa - 5 Hrs

(37)

<u>Monday</u>	<u>10/31</u>	8	A/A #8 + 2 + 4 (79 Calls Total) - 8 Hrs
<u>Tuesday</u>	<u>11/1</u>	8	w/w T&D Mgr J. Guarni - 8 Hrs
<u>Wednesday</u>	<u>11/2</u>	8	w/w S/S/R M. Colucci - 8 Hrs
<u>Thursday</u>	<u>11/3</u>	4	ROU - 4 Hrs Retail Calls (S.I.) - 4 Hrs
<u>Friday</u>	<u>11/4</u>	4	ROU - 4 Hrs Dir Accts - 4 Hrs

(32)

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Bi-Weekly Time Allocation

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Manager:

F. Lee Maney

Expense report week ending:

11/20

	<u>Date</u>		<u>Activity</u>
<u>Monday</u>	<u>11/7</u>	8	w/w S/S/R M. Cobucci - 8Hrs
<u>Tuesday</u>	<u>11/8</u>	8	Written Reprimand - A/S/R V. Gilmer w/w RBM hosi O'Connor
<u>Wednesday</u>	<u>11/9</u>	8	1/1 Retail calls - #2-4 & 7
<u>Thursday</u>	<u>11/10</u>	5	ROU - 3Hrs Retail calls #12-13-14 34 Calls - 5Hrs
<u>Friday</u>	<u>11/11</u>	8	Inventory/Purchase Pick-ups for Focus Direct Accts - 8Hrs

(37)

<u>Monday</u>	<u>11/14</u>		Div Evaluation/Seft Driver Meeting - 8Hrs
<u>Tuesday</u>	<u>11/15</u>		Regional Meeting
<u>Wednesday</u>	<u>11/16</u>	8	Direct Account calls - 8Hrs
<u>Thursday</u>	<u>11/17</u>	5	ROU - 3Hrs Sales Plans Meeting - Retail Calls #12+13 - 5Hrs
<u>Friday</u>	<u>11/18</u>	3	Manhattan SAM Meeting - 5Hrs Retail calls #3 - 3Hrs

(16)

(53)

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Bi-Weekly Time Allocation(include with your expense report)Manager: F. Lee ManeyExpense report week ending: 12/4/94

<u>Date</u>	<u>Activity</u>
<u>Monday</u> <u>11/21</u>	<u>Regional Sales Plans Meeting - 8 Hrs</u>
<u>Tuesday</u> <u>11/22</u>	<u>Cigarette Outlet Meeting - 8 Hrs</u>
<u>Wednesday</u> <u>11/23</u>	<u>Retail and Direct Account Clls - 8 Hrs</u>
<u>Thursday</u> <u>11/24</u>	<u>Holiday</u>
<u>Friday</u> <u>11/25</u>	<u>Holiday</u>
 <u>Monday</u> <u>11/28</u>	<u>Reg. Ops - 3 Hrs</u>
	<u>Retail calls #6 - 5 Hrs</u>
<u>Tuesday</u> <u>11/29</u>	<u>Reg Ops - 3 Hrs Retail calls #12 - 3 Hrs</u>
	<u>Direct Account - 2 Hrs</u>
<u>Wednesday</u> <u>11/30</u>	<u>Direct/Sub-jobber - 4 Hrs</u>
	<u>Retail calls - 4 Hrs #3</u>
<u>Thursday</u> <u>12/1</u>	<u>Retail calls #6, #7 & #8 - 8 Hrs</u>
 <u>Friday</u> <u>12/2</u>	<u>Direct Accounts - 6 Hrs</u>
	<u>ROU - 2 Hrs</u>

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Bi-Weekly Time Allocation

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Manager: F. Lee Maney
Expense report week ending: 12/18/94

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>12/5</u>	<u>W/D TID Mge J. Guarnieri - 8 Hrs</u>
<u>Tuesday</u>	<u>12/6</u>	<u>Retail Cels #2 + 4 - 62 Cels - 8 Hrs</u>
<u>Wednesday</u>	<u>12/7</u>	<u>W/D SISR M. Coburn - 8 Hrs</u>
<u>Thursday</u>	<u>12/8</u>	<u>Retail Cels #6 - #1? #3 - 47 Cels - 8 Hrs</u>
<u>Friday</u>	<u>12/9</u>	<u>ROU - 3 Hrs Direct/Sub-jobber - 5 Hrs</u>

<u>Monday</u>	<u>12/12</u>	<u>ROU - 3 Hrs Retail Cels - 3 Hrs</u> <u>Direct Accts - 2 Hrs</u>
<u>Tuesday</u>	<u>12/13</u>	<u>ROU - 2 Hrs Direct Accts - 6 Hrs</u>
<u>Wednesday</u>	<u>12/14</u>	<u>National Sales Plans Mtg</u>
<u>Thursday</u>	<u>12/15</u>	<u>National Sales Plans Mtg</u>
<u>Friday</u>	<u>12/16</u>	<u>Direct Accts - 8 Hrs</u> <u>Rheunja Stationary</u>

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Bi Weekly Time Allocation
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Manager:

F. L. Maney

Expense report week ending:

1/1/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>12/19</u>	<u>Vacation</u>
<u>Tuesday</u>	<u>12/20</u>	<u>11</u>
<u>Wednesday</u>	<u>12/21</u>	<u>11</u>
<u>Thursday</u>	<u>12/22</u>	<u>11</u>
<u>Friday</u>	<u>12/23</u>	<u>Holiday</u>
<u>Monday</u>	<u>12/26</u>	<u>Holiday</u>
<u>Tuesday</u>	<u>12/27</u>	<u>Vacation</u>
<u>Wednesday</u>	<u>12/28</u>	<u>11</u>
<u>Thursday</u>	<u>12/29</u>	<u>11</u>
<u>Friday</u>	<u>12/30</u>	<u>11</u>

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JAN 17

Bi-Weekly Time Allocation(include with your expense report)

Manager: F. Lee Mamey

Expense report week ending: 1/15/95

<u>Date</u>	<u>Activity</u>
<u>Monday</u> 1/2/95	Holiday
<u>Tuesday</u> 1/3/95	Vacation
<u>Wednesday</u> 1/4/95	LOU - Administrative
<u>Thursday</u> 1/5/95	ROU - Administrative
<u>Friday</u> 1/6/95	5 5 Du Mtg - 3Hes w/w T&D J. Guaneri - 5Hes
<u>Monday</u> 1/9/95	8 w/w S/R-T J. Hansen - 8Hes
<u>Tuesday</u> 1/10/95	8 w/w T&D J. Guaneri - 4Hes w/w AIS/R W. Soto - 4Hes
<u>Wednesday</u> 1/11/95	8 w/w RR M. Hansen - 8Hes
<u>Thursday</u> 1/12/95	8 Direct Accts - 8Hes
<u>Friday</u> 1/13/95	32 ROU - 8Hes

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JAN 30 1995

Bi-Weekly Time Allocation**(Include with your expense report)**

Manager: F. Lee Macey
Expense report week ending: 1/29/95

<u>Date</u>	<u>Activity</u>
<u>Monday</u> 1/16	ROU
<u>Tuesday</u> 1/17 8	w/w T & D J. Guarnieri
<u>Wednesday</u> 1/18 8	A/A # 12-13 & 14
<u>Thursday</u> 1/19 7	w/w T & D J. Guarnieri - 2Hrs A/A # 7-2Hrs Elsie M. Guarnieri - 3Hrs Personal - 1 Hr
<u>Friday</u> 1/20 8	w/w Alsie M. Geary - 8Hrs
	31

<u>Monday</u> 1/23	Regional Meeting - 8Hrs
<u>Tuesday</u> 1/24	ROU - Administrative 8Hrs
<u>Wednesday</u> 1/25 0.5	Direct Accounts - 6 1/2 Hrs ROU - 1 1/2 Hrs
<u>Thursday</u> 1/26 3	A/A # T/A # 6 A/A # 10
<u>Friday</u> 1/27 14.5	Division Mtg. - M. Geary Evaluation

Jan - 82.5

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Bi-Weekly Time Allocation

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Manager: F. Lee Maney

Expense report week ending:

2/12/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>1/30</u>	<u>ROU - 8 Hrs</u>
<u>Tuesday</u>	<u>1/31</u>	<u>Jury Duty</u>
<u>Wednesday</u>	<u>2/1</u>	<u>Jury Duty</u>
<u>Thursday</u>	<u>2/2</u>	<u>Jury Duty</u>
<u>Friday</u>	<u>2/3</u>	<u>w/ A/S/R M. Cobucci & S/R D. Figueroa</u> <u>Evaluations</u>

<u>Monday</u>	<u>2/6</u>	<u>Personal Day</u>
<u>Tuesday</u>	<u>2/7</u>	<u>8 w/ A/S/R A. Finkelstein</u>
<u>Wednesday</u>	<u>2/8</u>	<u>5 w/ S/R D. Figueroa</u>
<u>Thursday</u>	<u>2/9</u>	<u>8 w/ R/R B. Impellizzeri</u>
<u>Friday</u>	<u>2/10</u>	<u>5 ROU - 3 Hrs w/ w - S/S/R M. Cobucci - 5 Hrs</u>

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Bi-Weekly Time Allocation(include with your expense report)Manager:F. Lee ManeyExpense report week ending:2/26/95

<u>Date</u>	<u>Activity</u>
<u>Monday</u> 2/13	5 ROU - 3Hrs Retail Calls A/A*6 - 5Hrs
<u>Tuesday</u> 2/14	8 w/w T & D Mge J. Guarnieri - 4Hrs w/w R/R M. Hansen - 4Hrs
<u>Wednesday</u> 2/15	8 RSM M.A. Young w/w MZ T/A #13 & #9
<u>Thursday</u> 2/16	w/w RSM M.A. Young Evaluation - 4Hrs Regional Meeting Preparation - 4Hrs
<u>Friday</u> 2/17	w/w T & D J. Guarnieri Evaluations AS/R L. Allen & J. Acavedo

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<u>Monday</u> 2/20	5 Administrative @ ROU - 3Hrs w/w AS/R M. Guarnieri & A. Finkelstein - 5Hrs
<u>Tuesday</u> 2/21	8 w/w AS/R D. Maney R/R B. Impellizzeri + T & D J. Guarnieri - 8Hrs
<u>Wednesday</u> 2/22	Regional No Stock Meeting - 8Hrs
<u>Thursday</u> 2/23	8 Direct Account Calls - 8Hrs
<u>Friday</u> 2/24	5 Direct Account Calls - 5Hrs ROU - 3Hrs

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Bi-Weekly Time Allocation

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Manager:

F. Lee Maney

Expense report week ending:

3/12/95

<u>Date</u>	<u>Activity</u>
<u>Monday</u> 2/27	ROU - Administrative
<u>Tuesday</u> 2/28	8 AIA # 2-4-8
<u>Wednesday</u> 3/1	Division Work/Plan VAP Mtg - 5 Hrs 3 w/w J. Guaneri -
<u>Thursday</u> 3/2	6 Direct Accts - 2 Hrs w/w S/R-T J. Hansen 6 Hrs
<u>Friday</u> 3/3	8 w/w S/R-T J. Hansen - 8 Hrs 25
<u>Monday</u> 3/6	5 ROU - 3 Hrs Direct Accts - 5 Hrs
<u>Tuesday</u> 3/7	8 AIA # 3-7-9 & Partiel #5
<u>Wednesday</u> 3/8	4 ROU - Forsyth Meeting Direct Accts - 4 Hrs
<u>Thursday</u> 3/9	5 ROU - 2 Hrs w/w J. Guaneri - 5 Hrs
<u>Friday</u> 3/10	8 w/w S/R M. Guaneri - 4 Hrs w/w ASIR A. Finkelstein - 4 Hrs 30

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Bi-Weekly Time Allocation

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Manager: F. Lee Manney
Expense report week ending: 3/26/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>3/13</u>	5 ROU - 3Hrs w/ ASIR A. Finkelstein and ASIR M. Gucci - 5Hrs
<u>Tuesday</u>	<u>3/14</u>	8 w/ ASIR D. Figueroa - 8Hrs
<u>Wednesday</u>	<u>3/15</u>	Regional Meeting - 8Hrs
<u>Thursday</u>	<u>3/16</u>	Regional Meeting - 8Hrs
<u>Friday</u>	<u>3/17</u>	5/18 ROU - 3Hrs Direct Accounts - 5Hrs
<u>Monday</u>	<u>3/20</u>	6 ROU - 2Hrs AIA #10 Retail Cels #8 - 6Hrs
<u>Tuesday</u>	<u>3/21</u>	No Stock Meeting - Manhattan - 8Hrs
<u>Wednesday</u>	<u>3/22</u>	8 w/ ASIR D. Manney
<u>Thursday</u>	<u>3/23</u>	8 w/ ASIR D. Manney
<u>Friday</u>	<u>3/24</u>	5/27 ROU - 3Hrs Dir Accts - 5Hrs

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Bi-Weekly Time Allocation

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Manager:

F. Lee Maney

Expense report week ending:

4/9/95

	<u>Date</u>	<u>Activity</u>
<u>Monday</u>	<u>3/27</u>	<u>5 ROU - 3Hrs MBWA - Staten Island 5Hrs</u>
<u>Tuesday</u>	<u>3/28</u>	<u>8 Direct Accounts - 8Hrs</u>
<u>Wednesday</u>	<u>3/29</u>	<u>4 w/w HR D. Figueroa / Dir Mtg - 8Hrs</u>
<u>Thursday</u>	<u>3/30</u>	<u>Vacation Day</u>
<u>Friday</u>	<u>3/31</u>	<u>5 ROU - 3Hrs MBWA - Brooklyn - 5Hrs</u>
		<u>22</u>

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<u>Monday</u>	<u>4/3</u>	<u>8 MBWA - Brooklyn</u>
		<u>Sub-jobs - VAP</u>
<u>Tuesday</u>	<u>4/4</u>	<u>8 w/w T & D Mgr - J. Guancini - 8Hrs</u>
<u>Wednesday</u>	<u>4/5</u>	<u>3 ROU - 2Hrs Direct Acct - 2Hrs</u>
		<u>2Hrs - Sick</u>
<u>Thursday</u>	<u>4/6</u>	<u>5 w/w HR D. Figueroa</u>
<u>Friday</u>	<u>4/7</u>	<u>Regional Mtg - 8Hrs</u>
		<u>27</u>

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